BWC learning center

External user quick tips

These instructions explain how you, as an external user, log into, search and enroll in a learning event using the BWC Learning Center (LC). The BWC LC is a Web-based application that you can access from the Internet.

How to log into the BWC learning center

Previously enrolled in a BWC training
If you have previously enrolled in or attended any Division of Safety & Hygiene class from July 1, 2005, to the present, we added your records to the BWC LC. Below is what you need to initially log into the BWC LC.

- **Login ID**
  - Enter your first name, first initial of your last name and the last three digits of your Social Security number.

- **Password**
  - Enter your password.
  - Click [Submit].

The first time you log in, you will be asked to set a new password.
- Enter the current password.
- Enter a new password.
  - Remember passwords are case sensitive.
  - Passwords must have at least four letters and/or numbers.
- Enter your new password again as confirmation.
- Click [Submit].

First visit
If this is your first time registering for a BWC sponsored event, you will need to create a Login ID and a password.
- From the LC log in page click [First Visit].
- Enter your or your employers BWC policy number.
- Enter a Login ID.
  - Remember it is case sensitive.
  - Your login must be at least four letters and/or numbers.
- Enter a password.
  - Remember it is case sensitive.
  - Passwords must be at least four letters and/or numbers.
- Enter your password again as confirmation.
- Click [Submit].

Forgot your password
- From the BWC LC log in page, click the [Forgot Password] link (to the right of the password input field).
- Enter [Login].
- Enter your [E-mail Address].
- Click [Submit].
- Password information will be e-mailed to you within a few minutes.
Searching for a learning event
- From the home page, click [Learning Center] [Course Information & Enrollment].
- Search by a keyword by entering a word(s) that closely relates to the desired training event.
- Click [Search].
- From the returned list, click a learning event for enrollment information.

Viewing scheduled learning events
- From the home page, click [Learning Center], [Class Calendar].
- To display current scheduled learning events, use one of the following methods:
  - Click [View Calendar of all Courses];
  - Use keyword(s) and topic to limit the returned learning events and click [Search];
- On the returned calendar, use the navigation tools to view the calendar and click a learning event for enrollment information.

Enrolling in a classroom learning event
- Locate the desired learning event, and click the information icon.
- In the lower right section of the screen, locate the date/location you wish to enroll in and click [Enroll].
- You will receive an e-mail confirming your enrollment.
- If the event is currently not offered you will be able to request a notification when it is offered again.
- You can view the learning events you are enrolled in by clicking on [Personal Learning Center] (left side-home page).

Classroom learning event locations
To find addresses, directions and maps to training facilities:
- From the home page, click [User Information Center], [Facilities & Training Locations];
- Locate the desired facility, and click the [information icon];
- Directions will be displayed in the lower right section of the screen.

How to cancel enrollment
- From the home page, click on [Learning Center], [Course Information & Enrollment].
- Search for the learning event to be canceled.
- In the bottom right of the page locate the section that you previously enrolled in, and click [Cancel].
- A pop-up warning will ask “Are you sure you wish to unenroll from the section below”, click [Yes].
- You will receive an e-mail confirming your un-enrollment.

Online learning event (e-learning)
- Locate the desired online learning event, and click on the title.
- The display screen allows you to [Take Course], [Browse Course] or [Review Course].
- Click [Take Course] to enroll and participate in the online learning event.

Printing a certificate of completion
- On the left side of the home page, click on [Personal Learning Center].
- A list will display current learning events (classroom session enrollment and online tutorial stated).
- Click the [Transcript] tab.
- Locate the learning event (classroom or online) you have completed.
- Click on [Certificate].
  - A survey will open if required for completion of the learning event.
- When certificate displays click the [Print] icon to print it.

User added learning events
Users can add non BWC sponsored learning events to their training transcript.
- From the home page click, [User Information Center], [Student Records], [Learning Events], [Add New Learning Event].
- Enter information as needed, click [+ Add] to save information and to clear fields for additional information entry.